



The installation of officers is a formal celebration and recognition of leadership for the new youth officers who will lead the 4-H Club in the coming year. It communicates belonging, mastery, independence and generosity. These are the Four Essential Elements of Positive Youth Development. The indications of specific duties are to remind the membership what each officer is to do. The responsibilities and oath should be stated with appropriate seriousness. Any officer installation should be conducted with dignity.

Below is a general format to follow when conducting the installation of officers. Make sure the responsibilities that are communicated in the installation ceremony are consistent with the 4-H Club or Group's bylaws or operating guidelines. You may choose to have the new officers light candles while others may have them raise their right hand as a way to induct in the new officers. Be creative and respectful. Working with youth in planning the ceremony is important.

CEREMONY:

Installing officer to New Officers:

_____ (*names of all officers*), you have been chosen by your fellow 4-H members to lead your club. They have faith in your ability to guide its program and progress. Honor the trust bestowed upon you and fulfill in every way the responsibilities of your office.

An office carries with it dignity and duties. Therefore, you must strive to carry out your obligations as an officer or volunteer of the _____ (*name*) 4-H club to the best of your ability. Your fellow 4-H members look to you for leadership, for the development of a strong program and for help in reaching out into the club, county, and community.

We will now give to you the duties of your respective offices. You will, in turn, light your candles, Believing that you will further the good work of 4-H in your club and county and community.

(Light large candle, if desired)

(Individual candles can be lit as each officer is installed, if desired)

Installing Officer to New President:

_____ (*name*), newly elected President, may you light the way to a successful year in 4-H. There is no more responsible place than yours. It shall be your duty to preside at all club meetings and to direct 4-H Club activities. By your example, you will encourage the spirit of friendliness and leadership in your club. It is my privilege to give the leadership of this club to you, trusting that by your influence, your club members can live up to the ideals of the 4-H club and "make the best better."

Installing Officer to New Vice President:

_____ (*name*), as Vice President, it shall be your duty to preside at all meetings, and to perform the duties of the president in his/her absence. You will assist the president in whatever ways you can, and by your example, help the 4-H Club set up high standards of achievement.

Installing Officer to New Secretary:

To you, _____ (*name*), I present the duties of Secretary. You are to keep a record of the minutes of each meeting and are to send a duplicate record of the previous meeting to the University of Wisconsin-Extension office. You, as secretary are the keeper of the records. Be worthy of the trust that is placed in you.

Installing Officer to New Treasurer:

_____ (*name*), the keeper of the treasury holds something more precious than the money contained therein. It holds the faith of the club. To you I entrust the funds of this club, with a statement of the finances. Guard them safely. You have charge of all financial affairs and should keep a detailed record of all income and expenditures. You are to give a financial report at each meeting and an annual report at the end of the year.

Installing Officer to New Reporter:

_____ (*name*), it is your duty as club Reporter to send out a monthly club newsletter and to send the local newspapers announcements of all club meetings and club news, and to keep the community informed as to what the _____ 4-H club is striving to achieve.

Installing Officer to New Sergeant(s) at Arms:

_____ (*name*), it is extremely important for order and conduct to be a part of each club meeting. As newly elected Sergeant(s) at arms, you are responsible for exercising reasonable disciplinary measures and control over club members in order to provide such a meeting environment to be effective. You must be consistent with your discipline and be respected by your fellow 4-H Club members.

Installing Officer to New Attendance Secretary:

_____ (*name*), as attendance secretaries you will need to be present at all general meetings to take attendance of the membership.

Installing Officer to New Refreshment Person:

_____ (*name*), as the refreshment chairs, you will see that there are refreshments available at all 4-H Club meetings.

Installing Officer to New Club Photographer:

_____ (*name*), as 4-H Club Photographer, you shall take photographs at club functions. You should also have current photographs displayed at the general meetings and then they can be put into a scrapbook.

Installing Officer to New Sunshine Person:

_____ (*name*), as Sunshine person of _____ (*name*) 4-H club you will be responsible for sending cards or flowers to members and leaders when hospitalized, or in case of death.

Installing Officer to New Recreation Leader:

_____ (*name*), as Recreation Leader, you will plan and lead recreational activities at the club meetings and involve members and families.

Installing Officer To All New Officers:

Please repeat in unison after me:

I promise to perform / the duties of my office / to the best of my ability, / to cooperate with / the other officers, members, leaders and directors, / and to uphold / the standards of, / and improve our organization / wherever possible."

Installing Officer to Audience:

Members and leaders of the _____ (*name*) 4-H Club, I present to you the officers and representatives of your choice. I congratulate you on the choices you have made. Now that you have chosen them to guide and direct you, it is your duty to aid them in every way possible. Help them keep this organization faithful to its principles and ideas.

Officers, you have made an oath to serve your club to the best of your abilities. Go now and assume the duties of your respective offices.

Congratulations!

Adapted by Linda Lueder, Racine County 4-H Youth Development Assistant (2011) from source unknown.



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